

TAA: Entering a New Participant

1. Find Client – check SSN and name to be sure s/he is not in the system. If not, you will need to complete both the application AND the registration.
2. Application – All fields marked with an asterisk (*) must be completed. Those fields are required for participation and federal reporting. If the field is not marked with an asterisk and you don't know the information, do not complete the field.

TIP: The selective service number can be found at the SS link on the user home page.

3. Registration:
 - Planned start date – for TAA that is the Next Steps date or the date the waiver was issued.
 - Enrollment categories: TAA
 - Participation Date, Last Service Date, and Actual Exit Date will auto fill.
 - TAA Tracking – complete all known information!
 - TAA Employment at Dislocation – complete
4. Save
5. Begin entering appropriate services and case notes.